



WEDDING GUIDELINES AND POLICIES FOR ST. PAUL'S UNITED METHODIST CHURCH

Marriage represents one of life's turning points and holds the possibility for great happiness and fulfillment. The words of the wedding service of the former Methodist church express it well: "It is not to be entered into unadvisedly, but reverently, discreetly, and in the fear (reverence and awe) of God." The members and staff of St. Paul's want to be of service to you as you enter into this holy estate.

Scheduling Your Wedding

After receiving these guidelines and policies, make an appointment with one of the clergy on staff. Be sure to review the following information and bring these papers with you to your first clergy appointment. If you agree to these policies, the wedding date will be set in that first meeting. (Note: wedding dates for non-SPUMC members or constituents can be scheduled no more than six months in advance.) Do not commit the date or the building to any other contractual group, or person, until it has been approved by one of the pastors and placed on the church calendar. Due to heavy building usage, Sunday weddings will not be scheduled. Also, due to appropriate time off for musicians, custodian, clergy and other support staff, weddings will not normally be scheduled on holidays. Exceptions to this policy will result in extra expenses.

Once you have completed the first meeting with clergy and the deposit fee (see below) has been paid, the wedding date will be placed on the church calendar.

The Wedding Coordinator

Once your wedding date has been placed on the church calendar, St. Paul's will provide you with a Wedding Coordinator to assist you with your planning and to act as a liaison between you and the church in matters of decoration and arrangement of the sanctuary. The name and phone number of the Coordinator will be available to you by calling the church office (913-268-9551). After you have had your first meeting with the pastor, a copy of your Wedding Worksheet will be provided for your meeting with the Coordinator. It is important that you contact the Wedding Coordinator as soon as possible after your date has been placed on the church calendar, to insure that she is available for both your rehearsal and wedding. Both members and non-members of SPUMC are required to use the Wedding Coordinator provided.

Pastoral Sessions

The pastor officiating your wedding will assist you in planning for your marriage as well as planning for the wedding. Prior to or as part of your first session, you and the pastor will discuss expectations for the number of sessions. You can expect between three and six sessions. The premarital conversations will cover planning for the wedding so that you will have a smooth, beautiful, and "low stress" wedding. More importantly, you will be able to talk about yourselves individually and as a couple and reflect on areas of strength and potential growth in your relationship. We want your wedding to be wonderful, and we want your marriage to last a lifetime.

Outside Clergy

A Christian wedding is a religious ceremony of great significance. The senior pastor of St. Paul's is responsible for the conduct of all services held within the church or with which its name is used. The use of outside clergy requires the permission of the senior pastor. Clergy ethics discourage a pastor of St. Paul's returning to former congregations to perform weddings or former pastors of St. Paul's returning here.

Wedding Music

All music is under the guidance of the pastor and the church pianist. No music may be photocopied at St. Paul's. Soloists are to be paid separately according to your arrangements with them. Recorded music may be used. If requested, the pastor and church accompanist will be happy to provide suggestions for appropriate music.

Audio/Visual

St. Paul's has trained personnel to run the audio/visual equipment for you. They can help with light cues, recording or playing recorded music, microphone for singers or readers, or use of the projector and screen. The audio/visual person should be present at the rehearsal.

Building Usage

While our facility is available for your use, space must be reserved through the office and recorded on the “Wedding Worksheet.” Our nursery is available only if our trained personnel have been contracted. (See “Nursery Usage” below.) Our church provides many services and it is always possible that others may be in the building during your rehearsal or wedding. All reasonable efforts will be taken to insure privacy and respectful space for your ceremony. Due to our limited space, (no fellowship hall, no large kitchen) rehearsal dinners and receptions held here in the bridge space should be catered. Our small kitchen is available to you for limited use and is listed on the “Wedding Worksheet.” Access to the building will be available three hours before your scheduled ceremony time on the day of your wedding. The building will be locked one hour after the ceremony ends.

Nursery Usage

If a nursery is required for either the rehearsal or wedding, arrangements must be made with our Childcare Coordinator at least 30 days in advance. The Coordinator can be reached via email at childcare@stpaulslenexa.org. Only certified workers may provide childcare within our facilities. Our Childcare coordinator will arrange for the caregivers based on the number of children anticipated. The Coordinator can tell you what the expense will be. This cost will be payable directly to the church and due one week prior to the wedding.

Candles and Decorations

The Wedding Coordinator will work with you concerning decoration and decorative materials that are available. The color scheme of the sanctuary generally is in accord with the colors of the Christian year. You will need to discuss changes to that with the Wedding Coordinator. The church provides the altar candles. If you are using a Unity Candle, you will need to provide it as well as the smaller tapers that usually accompany it. You may rent candelabras but all candles used must be dripless.

All decorations that you bring in must be used in a manner that will protect the sanctuary and its furniture. Decorations attached to walls or chairs, must be attached in a way that does not harm or disfigure them. Please remove all decorations not belonging to the church immediately following the service. Permission must be obtained from the pastor or Wedding Coordinator to move any furniture. We appreciate your respect for the church building.

Smoking and Alcohol Use

Alcoholic beverages of any type are absolutely prohibited on church property; bringing alcohol into the building for storage or cooling is not allowed. You are responsible for the actions of your wedding party and the violation of these policies will result in the forfeiture of your deposit money. Please encourage your wedding party to respect the sacredness of the occasion and not to indulge in inappropriate or embarrassing behavior. Smoking is allowed only on the lower parking lot. You are responsible for providing a receptacle for ashes.

Showering the Couple

“Showering the couple” with any type of substance/item (including but not limited to rice, birdseed, bubbles or confetti) is prohibited. Items such as those mentioned above are not allowed for several safety, environmental and custodial reasons. There are eco-friendly alternative to these items but you must receive special permission from the pastor to use them. Each item will be reviewed on a case-by-case basis. Please discuss with your Wedding Coordinator to determine if your item meets approval.

Photography and Videography

The professional code of ethics for church weddings, prepared by the Professional Photographers of America, recognizes that a wedding is a service of worship and should not be interrupted by picture taking. Pictures of the procession may be taken from the front of the church. All other pictures should be taken from the rear of the room in order not to interfere with the solemnity of the occasion. No flash pictures should be taken during the ceremony between the processional and the recessional. Video cameras may be used and the pastor will assist in directing their location. Obtrusive movements should not be allowed to distract from the ceremony. Please request family and friends to observe these courtesies as well. You will be given a policy statement to share with your photographer. All pre-wedding photography must cease one half hour before the ceremony. Remember that this is a public facility. Posing for photographs must not impede access to or egress from the church.

If you are recording music or other copyrighted material, it is your responsibility to be aware of pertinent copyright law for its usage.

After the Wedding

At the wedding's conclusion, you are expected to arrange for the re-setting of the sanctuary. This would include, if necessary: (1) re-setting the sanctuary chairs according to the standard seating chart (this will be provided for you); (2) replacing hymnals; (3) replacement of any banners and/or tables that have been moved or removed, including any items that have been removed from the tables; any chair-back covers that have been removed or changed; (4) lights turned off; (5) clean-up, including any flower petals or programs, etc.

Security

The church cannot be responsible for any items left unattended in the building. Please station someone near the gift table and be very careful what you leave in the bride's and groom's rooms while they are unattended. The Wedding Coordinator will be responsible for unlocking and locking the building the days of the rehearsal and wedding.

Membership

For the purposes of these policies, "Members" will be defined as those who have been members at St. Paul's for over a year at the time these policies are accepted and the wedding is scheduled, or children of members.

Fees

The deposit fee is to be paid before the wedding date is placed on the calendar. Your check will be cashed upon receipt. All other building fees are to be paid to the church office 21 days in advance. All fees to individuals providing assistance with your wedding are due to the wedding coordinator at least seven days prior to the wedding. You will need to write checks to each individual helping with your wedding (checks should be payable to the individual name) for the amounts listed on your "Wedding Worksheet". The Wedding Coordinator will deliver the checks to the people involved the day of the wedding. You are also responsible for paying soloists or other participants in the wedding that you bring in and that are not covered on the "Wedding Worksheet."

Approximately one month before your wedding, the Wedding Coordinator will send you an e-mail reminding you of the checks to be written based upon the "Wedding Worksheet." Please keep your wedding coordinator informed if the facility usage requirements for your wedding day change so that your worksheet can be marked accordingly.

Deposit

A deposit fee of \$150.00 is needed to place your wedding on the church calendar. Two weeks after the wedding, if all the policies were followed and no damage or breakage occurred, the deposit will be returned. If the custodial service encountered unusual conditions that required more than the normal amount of custodial time, additional custodial time may be paid for out of the deposit fee. The officiating pastor will consult with the Wedding Coordinator and the Business Manager to determine if it is acceptable to return the deposit.

Wedding License

No legal wedding can be performed without the presence of a valid wedding license. The license must be from the state of Kansas and can be obtained from any county courthouse. Please bring the license to the rehearsal and present it to the officiating pastor. He/She will fill out the appropriate lines and be responsible for getting the necessary signatures before or immediately after the wedding. The pastor will keep and mail the original license to the issuing county office.

The Role of St. Paul's United Methodist Church in Your Wedding

These policies are meant to be helpful to you in planning your wedding. By naming and clearly describing the items of agreement between you and St. Paul's United Methodist Church confusion and misunderstanding can be greatly reduced.

It is our goal that your wedding be a joyous and meaningful occasion! The church wishes to be supportive of you and to be a resource for you in your wedding and in your marriage. The church offers a sacred space and a context of worship for you as you desire to exchange your vows, not only to each other but also to God. The pastors and representatives of St. Paul's will endeavor to provide professional, caring service to you as you celebrate this wonderful time in your life.

Adopted by Administrative Board: 2008

Amended by Administrative Board: July 2012

Amended by Senior Pastor: February 2013

WEDDING WORKSHEET FOR ST. PAUL'S UNITED METHODIST CHURCH

Officiating Pastor _____ Wedding Coordinator _____
 Date of Wedding _____ Time _____
 Date of Rehearsal _____ Time _____
 Bride's Full Name _____
 Groom's Full Name _____
 Bride's Phone No.: Home _____ Work _____ Cell _____
 Groom's Phone No.: Home _____ Work _____ Cell _____
 Bride's Email Address _____
 Groom's Email Address _____
 Couple's Address following Wedding (if known) _____
 Do you have a wedding planner? Yes (name) _____ No _____ Phone _____
 Rehearsal Dinner at the Church? Yes ___ No ___ Person in Charge _____
 Reception at the Church? Yes ___ No ___ Person in Charge _____
 Contact Numbers for Rehearsal Dinner _____ Reception _____
 Special Considerations or Issues _____

FEES AND COMPENSATION

	Member	Non Member	Total
Payable to SPUMC (Deposit due at time of booking, rest due 21 days prior to wedding)			
Deposit	\$150.00	\$150.00	_____
Sanctuary	N/A	\$150.00	_____
Bridge Classroom	N/A	\$ 50.00	_____
Library	N/A	\$ 25.00	_____
Bridge Area	N/A	\$ 50.00	_____
Kitchen	\$ 25.00	\$ 25.00	_____
Childcare (will be calculated based upon hours and # of children)			_____
Payable to Individuals (due 7 days prior to wedding)			
Custodial (basic facility)	\$ 75.00	\$ 75.00	_____
Accompanist	\$150.00	\$150.00	_____
Video/Sound	\$ 50.00	\$ 50.00	_____
Clergy	N/A	\$300.00	_____
Custodial (Bridge Area)	\$ 50.00	\$ 50.00	_____
Custodial (Kitchen)	\$ 20.00	\$ 20.00	_____
Wedding Coordinator	\$200.00	\$200.00	_____

*If both reception and rehearsal dinner are held on the bridge additional custodial fees may be incurred

The above-named Bride and Groom acknowledge receipt, from St. Paul's United Methodist Church, Inc., its Wedding Policies and Guidelines. We have read and fully understand all guidelines, requirements, restrictions and other provisions set forth in the document. Our signature below indicates we accept, agree to, and will in all respects fully comply with St. Paul's Wedding and Guidelines Policy.

Date _____ Signature _____

Print Name _____

Accepted by St. Paul's:

Date _____ Signature _____